Issues orders *re.* Introduction of Encashment Register of Bills in revised Form MFC-62-A

OFFICIAL MEMORANDUM

No. FD 85 RFC 67, BANGALORE, DATED THE 6TH DECEMBER 1968.

The Accountant General has requested Government to consider the question of introducing the Encashment Register of Bills for purpose of exercising effective check on the bills encashed by the departmental officers.

2. The suggestion made by the Accountant General has been examined in consultation with the Director of Treasuries. It is found that the present Form M.F.C. 62-A, *i.e.*, Classification slip introduced in clause 3(i) of Article 346 of M.F.C. is not serving the purpose for which it has been designed in as much as the departmental officers as well as the Treasury Officers are not taking proper steps to comply with the instructions detailed therein.

3. In order to ensure that the effective check is exercised by the departmental officers in respect of the bills encashed by them at the Treasuries, they are directed to maintain the Encashment Register of Bills in the revised form MFC 62-A as shown in the Annexure and present the same to the Treasury with the bills to be encashed there at. The essential details of the bills such as name of the office, particulars of the bills, the month or months to which the bills relate and the amount of each bill should be clearly noted in the Encashment Register of Bills before presenting it at the treasury with bills. The Treasury Officer will initial the entries in the register in token of the payments made on the day of passing the bills for payment or disbursement by cash as the case may be.

4. So far as the particulars such as Voucher No. and the date of the encashment of the bill referred to in column (12) of the Register are concerned the departmental officers would be responsible to see that these particulars are invariably obtained and regularly noted in the Encashment Register by deputing their officials to the treasury for this purpose at least twice by the 5th and the 25th of each month. The Treasury Officers are also requested to extend necessary co-operation to such staff deputed by the departmental officers by furnishing relevant particulars as and when they visit the treasury for this purpose.

5. Necessary amendments to the provisions of Article 346 of Mysore Financial Code and to the provisions of Mysore Treasury Code will be issued separately.

P. V. REVADI,

Special Officer & Ex-Officio
Deputy Secretary to Government,
Finance Department.

ANNEXURE

FORM—62-A.
(Article 346)

Register of bills by the.....

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No. and date and description of bills, etc., sent for encashment or to be passed for payment.	Total amount of bill	Major head Minor head Detailed head	Progressive expenditure up-to-date.	In cash	By cheque, transfer receipts, etc.	Name and designation of the person in whose favour cheques, transfer receipts, etc., are to be drawn.	Name and designation of the person to whom the cash cheque, transfer receipts, etc., are to be handed over.	Signature of the Superintendent or (in his absence from Headquarters) of the office manager.	Token No. and date on which the bill was received at the Treasury and initials of the Head Accountant or Shroff.	Amount passed by the Treasury Officer.	Voucher No. and date	Dated initials of the Treasury Officer in token of having passed the bill for payment or disbursed cash for it.	Remarks (the date of receipt of money, cash order, etc.) should be entered here and initialled by the manager.
1	2	3	4	5	6	7	8	9	10	11	12	13	14